

2021 SFSP Round Table Discussion

SFSP CAMP Sponsors



Working Together for Student Success

Introduction

Today's session is designed to share information specifically for CAMP Sponsors not included in the online training modules.

- **USDA Waivers for Service**
- **Meal Counting Reminders**
- **Program Integrity**
- **Best Practice Ideas**

USDA Waivers

In March 2020, USDA issued several waivers for meal service during the COVID-19 pandemic. In March 2021, USDA extended the use of the waivers for the entire 2021 summer season.

Although the end date for many of the waivers is September 30, USDA intended them for use during the traditional 2021 summer season. Once the local school corporation is back in session, SFSP is not normally an option for non-school sponsors.

USDA Waivers

Sponsor staff must have clear understanding of the correct way to use waivers.

- Use of any waiver is optional
- Sponsors/sites may operate “as usual” from past years

Please review all waiver plans with your field specialist before beginning your summer meal service.

Waivers

Meal Pattern Exceptions- Expires June 30, 2021

With prior approval from your assigned IDOE SFSP Field Specialist, sponsors unable to meet meal pattern requirements due to a disruption in food supply can be reimbursed for meals served.

- All components must still be offered.
- Prior approval is required.
- Granted only for extenuating circumstances/disruption in food supply.
- Not available for use in SFSP after June 30!

Waivers

Non-Congregate Meal Service- September 30, 2021

Meals may be taken off-site to be consumed elsewhere. Allows sponsors to distribute up to 5 meals at one time.

- **Must have written integrity plan in place**
- **Bulk packaging is allowed, must provide menu**
- **Hot and cold meals are allowable**
- **Packaging must include labels that meals are for children**
- **Heating/storage instructions are required**

Waivers

Non-Congregate Meal Service- September 30, 2021

- This waiver is mostly intended for open meal service locations
- Program integrity is critical and must be maintained
- If local schools are offering “grab and go” meals, this option may not be approved for other sites
- Open and closed enrolled sites are still limited to only 2 meal types per day

Waivers

First Week Monitoring Visit- September 30, 2021

Sponsors can defer first week on-site monitoring visits until safe to do so.

- **Monitoring Review (within first 4 weeks) is still required**
- **Sponsors are encouraged to monitor sites more frequently**
- **Racial Ethnic Data Form must be completed based on participation**

Waivers

Parent/Guardian Meal Pick-up- Expires September 30, 2021

Meals may be served to parents/guardians for pick-up without a child present.

Sponsors must ensure meals are distributed only to adults with known children in the household. To maintain program integrity, Sponsors must have a written process to follow regarding meal distribution. Your field specialist may request this information during a review.

- **Must have a written integrity plan - especially important for summer 2021!**
- **Sponsors can opt to require children to be present**

Waivers

Parent/Guardian Meal Pick-up- Expires September 30, 2021

- **Used for open sites operating “grab and go” meal service only**
- **Only parent or guardians may pick up meals, not just anyone**
- **You must have confirmation that children live in the household before handing meals to an adult**
- **Integrity plans must be written prior to service**

Waivers

Area Eligibility- September 30, 2021

Sites that are not traditionally area eligible may potentially be approved to operate open sites.

- **Sites that do not traditionally qualify for SFSP can operate throughout summer 2021**
- **Sponsors should strive to provide access to all community children when possible, not just limited closed enrolled groups**

Waivers

Area Eligibility- September 30, 2021

Keep in mind:

- **Most of these areas are currently covered by the local school districts**
- **State Agency can limit expansion of program operations for those with prior issues of maintaining operational compliance at multiple sites**
- **These sites may not be SFSP eligible next year if traditional eligibility requirements resume**

Site Designation

Two options for site eligibility:

1. Operate as a traditional Camp site where individual eligibility is determined for each participant. Can serve 3 meals, reimbursed only for those children who qualify.
 - Ideal for those with many eligible participants
2. Operate as an Open site.* Can serve up to 2 meals and claim all meals for reimbursement. *Available only because of area eligibility waiver
 - No need to collect individual eligibility
 - Ideal for those with a lower rate of qualifying participants
 - Can serve “open meals” separate from enrolled children



Waivers

Offer versus Serve Waiver - Expires September 30, 2021

With prior approval from IDOE, sponsors may utilize OVS at non-congregate meal service sites. **A written plan will be required to be submitted before approval will be given.**

- Sponsors must have reviewed the Offer versus Serve training and have proof that site staff were trained
- Sponsors must always offer all menu components in required serving sizes
- All components must be available for the entire meal service/distribution
- Prior to implementation, seek advice and approval from your field specialist

Waivers

Meal Serving Times Flexibilities - Expires September 30, 2021

Sites may operate beyond the maximum meal serving time limitations of one hour for breakfast or snack and two hours for lunch or supper. Extended meal serving times must be approved by IDOE.

- Requires prior approval
- Must report the full meal service length on site information page

**Questions regarding
the use of the waivers?**

Operational Preference

Regulations require that operational preference for sites is given to School Food Authority (SFA) sponsors. Local agencies and SFAs should work together to offer the best possible access to free meals while maintaining program integrity.

- **If a SFA is operating an open site, no additional open sites will be approved in the same area**
- **Closed enrolled sites can operate near open sites as long as there is an enrolled group of children**
- **Communicate with SFSP staff to determine the best site type for your sponsorship**

Program Integrity

Consider your ability to maintain program integrity when making meal service plans

- **Consider what is available from other organizations in your area**
- **Do not overcommit or serve more meals than your staff, kitchen or service area is able to handle**
- **Plans may need to be discussed with your field specialist prior to meal service approval**
- **Integrity plans must be well-communicated to site staff and volunteers and followed as written**

Upward Bound Programs

Upward Bound Programs must determine eligibility at the time of enrollment.

- **$\frac{2}{3}$ of the student group must qualify for Upward Bound by low income determination and by being potential first generation college students**
- **Do not need to re-establish eligibility annually and can use the original determination upon acceptance to the program**



Eligibility Determination

Contact Local School District

- Some schools did not get a complete list of F/R students because eligibility waivers for SFSP came out early in the school year and many household did not complete applications

Approving Individual Eligibility Applications (IEA)

- Applications must include all sections from the USDA template
- Convert to annual income only when there are different pay frequencies reported
- Case numbers for SNAP or TANF start with 1-0 and are 10 digits long



Family Style Meal Service

The full planned menu must be set at the table, including milk

There must be enough of each food component on the table for every child to take the full planned portion

- If there are 8 children at the table and the fruit option is planned to be ½ cup of fruit, then the amount placed at the table should be 4 full cups**

Children should be initially offered full amount of each food component but if they decline, the staff should continue to encourage to take the full amount and then offer a smaller portion to taste



Meal Counting Reminders

- **Point of service meal counting is always required**
 - **No counting of trays/meals prepared/or backing out number leftover**
 - **Adult meals must be marked in the adult meal section only and never claimed for reimbursement**
- **The use of any meal count method other than the daily meal count form or roster**
- **If serving family style meals, wait until children are seated and eating to count meals**
 - **Children should not be up and moving around when count is taken**

Offer Versus Serve

Breakfast:

- **Must offer 4 items (one more than minimum meal pattern requirements)**
- **Children must take full portion of 3 items**

Lunch:

- **Offer minimum meal pattern requirements of 4 components**
- **Children must take 3 different components**
- **Fruit and Vegetable are the same component. Children must take two additional components**



Unused Meals

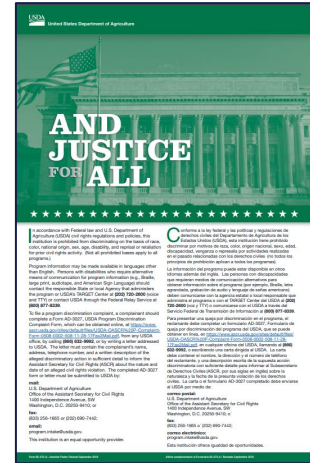
**Sponsors must always plan and prepare only one meal per child.
Adjustments in meal preparation must be made to meet attendance.**

There may be instances where there are leftover meals.

- **Add food to share table**
 - **Contact local health department for share table expectations**
- **Store the meals for next meal service**
- **Transfer the meals to another site, if operating more than one site**
- **Donate unused foods to local non-profit hunger relief organizations**

Civil Rights

- Annual Training must include Civil Rights
 - One person is required to complete the online training and train all other staff and volunteers
- The green “And Justice For All” poster must be visible at each meal service location.
 - Please use the order form on the Civil Rights webpage to order additional posters
- Special Dietary needs must be provided for upon request
 - Review information on our website, discuss with field specialist if you have more questions.



Health Department Notification

All sponsors must inform the local health department of operating plans, including production facilities as well as all SFSP sites.

- **Keep copies of notifications and inspections on file**
- **Open and closed enrolled sites must be listed on the notification letter**
- **Work with health department for best practices in food safety**
- **Review any meal distribution process for approval**

Financial Management

Sponsors must track all income and expenditures made with SFSP funds

- **Keep all proof of expenses**
 - **Receipts and Invoices**
 - **Time sheets**
 - **Reimbursements for meal delivery**
 - **Administrative expenses**
- **Organization is key!**
- **Separate unallowable items from meal service expenditures**
 - **Water balloons, coffee for staff, snack shop items, tie dye materials, etc (Cannot use SFSP funds for these items)**

Please update/review all information in CNPweb.

- Sites to be removed or added can be requested through SummerMeals@doe.in.gov
- If you encounter any error messages when completing CNPweb, please contact your field specialist
- Sponsors who did not operate in 2020 may need to make adjustments. Please contact SummerMeals@doe.in.gov

Website

Look here first!



Important Announcements:

- [2021 Annual Sponsor Training](#) ✨ – **OPEN NOW!**
- [2021 Sponsor Round-table Sessions](#) 📅
- [SFSP Introduction Presentation](#) ✨
- [Golden Delicious Apple Award Winners](#) 🏆
- [2021 Media Release](#) 📰

The Summer Food Service Program for Children (SFSP) was created to serve nutritious meals to children when National School Lunch and School Breakfast Program meals are not available. To ensure all children receive proper nutrition throughout the year, SFSP reimburses organizations that prepare and serve meals to eligible children during the summer and school vacation periods.



[CLICK HERE FOR MEAL SITE INFORMATION](#)

[CNPweb](#)



[SFSP Newsletters](#)

[COVID-19 Pandemic Resources for Sponsors](#)

[SFSP Learn More \(How to Apply\)](#)

[Public and Private School Food Authorities](#)

[Government Sponsors](#)

[Private Non-Profit Organizations](#)

[Day & Residential Camps, Migrant, NYSP, Upward Bound Programs](#)

Open Site information for public access

Organized by sponsor type!

Resources

<https://www.doe.in.gov/nutrition/day-residential-camps>

Meal Pattern

Nutrition Guidance Manual

Meal Count Forms

Monitoring Forms

↓ [Meal Pattern & Menu Planning](#)

↓ [Civil Rights](#)

↓ [Daily Meal Count Forms](#)

↓ [Sponsor Monitoring](#)

↓ [Sponsor Inventory Requirement](#)

↓ [Farm to Summer](#)

↓ [Other Resources](#)



Questions?

Thank You.

**Please contact your Field Specialist if you
have additional questions.**

**If you are unsure who to contact, please
email SummerMeals@doe.in.gov**

